|  |  |
| --- | --- |
| NAME : |  |
| Degree/Major Field: |  |

**List of Requirements for Graduating Master’s Degree (Non-Thesis)**

1. Accomplish and submit the following forms
* Data Privacy Consent Form
* Alumni Information Sheet

## Data for the diploma and commencement program

1. **Proof of payment** (Official Receipt available at the Graduate School and *payable at the Cash Division, Administration Building*)
2. **Graduation fee,** Account Symbol = 9310800-503-4020201099; Amount = P220.00

**Alumni Fee,** Account Symbol = 0517-003-2040101000; Amount = P40.00

**Carillon Fee,** Account Symbol = 0518-003-2040101000; Amount = P40.00

**English Diploma,** Account Symbol = 93-007-25; Amount =P300.00*(for international graduating students)*

1. **Certificate of Completion** and **True Copy of Grades,** Account Symbol=93-007-25; Amount=PhP50/copy
2. **University Clearance, UPLB Form 13A** (*available at OSA Director’s Office or OSA website*)
3. **College Clearance** (*IGRD-CPAf and DAME-CEM only*)
4. Please see/contactMs. Lilian A. Banalo*(Tita Pinky)*for thesinging of “**U.P. Naming Mahal**”